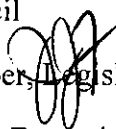


Council Worksession

MEMORANDUM

May 8, 2008

TO: County Council
FROM: Justina J. Ferber,  Legislative Analyst
SUBJECT: Worksession - Executive's Recommended FY09 Operating Budget -
County Executive's Office

The Management and Fiscal Policy Committee unanimously recommends that the Council --

- **Approve the budget for the County Executive's Office as recommended for \$6,908,850 and include the shift of the position of Special Projects Manager from DPWT at \$183,430 and 1.0 workyear for a total budget of \$7,092,280.**
- **Place \$133,330 on the reconciliation list to shift funding for the Clarksburg Ombudsman position to the County Executive's Office budget. The Committee Chair requested a memo from Executive staff on the funding of the Ombudsman position in the DPS budget. The Chair also requested that Councilmembers review the staff memo prior to acting on the budget.**

Those expected for this worksession:

Tim Firestine, Chief Administrative Officer
Sonetta Neufville, Manager III, Office of the County Executive
Charles Goldsmith, Budget Analyst, OMB

The Executive's recommendation for County Executive's Office Budget is on pages 25-1 to 25-7 of the budget. A copy is attached at ©1-7.

Overview

For FY09, the Executive recommends total expenditures of \$6,908,850 for the County Executive's Office, an increase of \$1,657,120 or 31.6% over the FY08 approved budget. Personnel Costs comprise 90.2 percent of the budget. Lapse for FY09 is budgeted at \$54,296 and 1.2 workyear, but does not include lapse for the internal audit positions which is shown in the personnel complement as 0.2 wy and \$10,775.

(in \$000's)	FY07 Actual	FY08 Approved	FY09 CE Recommended	% Change FY08-FY09
Expenditures:				
General Fund	4,581,117	5,012,790	6,662,680	32.9%
Grant Fund	625,472	238,940	246,170	3.0%
TOTAL Expenditures	5,206,589	5,251,730	6,908,850	31.6%
Positions:				
Full-time	38	41	50	22.0%
Part-time	6	9	8	-11.1%
TOTAL Positions	44	50	58	16.0%
WORKYEARS	37.1	40.7	50.0	22.9%

The Executive recommends a net increase of 9 full-time positions and a net decrease of 1 part-time position.

	Full-time	Part-time	Comments
New positions for FY09 (includes abolish/create, reclass & shifts)	6	0	Shift 5 positions from Internal Audit to CE office
Positions created during FY08 (includes abolish/create, reclass & shifts)	11	2	Add 5 positions for CountyStat
Abolished positions for FY09 (includes abolish/create, reclass & shifts)	-2	-2	
Positions abolished during FY08 (includes abolish/create, reclass & shifts)	-6	-1	
Net Change	9	-1	
New positions created or abolished as a result of the Executive proposed Reorganization	6	0	Internal Audit shifted to CE Office from Finance
Workyears	9.3		

The FY09 budget recommendation for the County Executive's Office is an increase of \$1,657,120. Twenty-seven percent of this increase comes from the following identified same services adjustments.

Identified Same Services Adjustments:	
General Wage and Service Increment Adjustments	\$ 223,720
Annualization of Operating Expenses	\$ 560
Annualization of FY08 Personnel Costs	\$ 58,740
Annualization of FY08 Lapsed Positions	\$ 58,870
Group Insurance Adjustments	\$ 48,900
Retirement Adjustment	\$ 47,290
Motor Pool Rate Adjustments	\$ (60)
Printing and Mail Cost Adjustments	\$ 8,760
NET SAME SERVICES ADJUSTMENT TOTAL	\$ 446,780

Proposed Reorganization

For FY09, \$921,860 or 55.62% of the increase and 4.8 workyears is the shift of Internal Audit to the CE Office.

On April 15, the Council adopted Expedited Bill 4-08, Reorganization – Executive Branch, creating the position of Special Projects Manager in the Executive's Office by eliminating the Deputy Director for Special Projects in DPWT; 1.0 workyear; \$183,430 (personnel \$179,930 plus operating \$3,500). This position will shift to the Executive Office budget.

F09 Expenditure Issues

Personnel Changes

The major reason workyears and expenditures for the proposed FY09 budget exceed the FY08 approved budget are the shift of Internal Audit from the Department of Finance to the County Executive's Office and the establishment of the CountyStat program. One Special Assistant position to the County Executive has not been filled. The position was lapsed in FY08 as part of the savings plan.

Council Staff Explanation of FY09 Expenditure Changes –

Office of County Executive FY09	
Policy Planning and Development	
	No major change
Supervision & Management of Executive Branch Departments	
\$477,980; 5.0 wy	Add CountyStat Four Senior Management and Budget specialists and one Manager III were added. CountyStat offices are located at 255 Rockville Pike.
Community Partnerships	
\$58,870; 0.5wy	Annualize Lapsed Positions
\$25,000	Increased Cost for Martin Luther King Day Events Costs for the MLK events previously dispersed in several departments have been placed in the Executive's office budget.
-\$60,680; 0wy	Decrease Cost of Community Outreach Manager position A Community Outreach position was reclassified to provide administrative support to the Community Outreach Liaison especially for community events.
Planning and Fiscal Analysis of Infrastructure Needs	
-\$42,000; -0.4 wy	Shift Pedestrian Safety Position to DOT – Sr. Planning specialist The portion of the Pedestrian Safety Position that was budgeted in the Executive's Office has been shifted to DOT.
-\$94,050; -1.0wy	Eliminate Land Use Planning Policy Analyst Services will be contracted out.
Chart continued on next page	

Chart Continued

Internal Audit	
\$921,860; 4.8 wy	Shift Internal Audit into the Office of County Executive One additional audit position is charged to the ERP.
\$54,330	Increase cost of Government Accountability Initiative This is an Internal Audit contract.
\$6,440	Increase cost for CPI for Internal Audit Contracts
-\$100,000	Decrease cost for Internal Audit Monies one-time cost in FY08 Reductions in the cost of an Internal Audit contract.
Administration	
	No major change
-\$25,000	Elimination of one-time items FY08 (from all programs) Funds were for furniture and other items for new Executive staff.
\$183,210; 1.0 wy \$133,330, 1.0wy	Charges to Other Departments One position charged to the ERP One Position charged to Permitting Services – Clarksburg Ombudsman

FY08 to FY09 Program Comparison

<u>Program</u>	<u>FY08</u>	<u>FY09</u>
Policy Planning and Development	\$1,276,590; 9.0 wy	\$1,306,560; 9.0 wy
Supervision & Management (+CountyStat 09)	\$1,945,460; 14.3 wy	\$2,797,050; 19.7 wy
Community Partnerships	\$1,450,290; 12.0 wy	\$1,460,060; 12.5 wy
Planning and Fiscal Analysis	\$396,800; 3.4 wy	\$226,110; 2.0 wy
Administration	\$182,590; 2.0 wy	\$197,210; 2.0 wy
Internal Audit	0; 0	\$921,860; 4.8 wy
Total	\$5,251,730; 40.7 wy	\$6,908,850; 50.0 wy

Operating Expenses

Operating expenses are up over 10% for communications, printing/duplicating, postage, education/tuition/training and leases/rentals. These cost increases are attributed to the 22.9% increase in workyears.

Staff Recommendation:

- Approve the budget for the County Executive's Office as recommended for \$6,908,850 plus the additional position for Special Projects Manager at \$183,430 and 1.0 workyear.

MFP Committee Discussion

The CAO briefed the Committee on the CountyStat program. CountyStat is an accountability and assessment process that continually monitors and measures the effectiveness and efficiency of County government services. CountyStat examines issues in detail through a series of regular meetings during which the County Executive and the Chief Administrative Officer use real-time data to discuss the departments' performance strategies. CountyStat Meetings begin and end on time and last exactly one hour and are held in the CountyStat offices at 255 Hungerford Drive. Meetings are focused, data-driven discussions that emphasize results and next steps. Due to limited space,

participation is by invitation; however, Councilmembers and other interested individuals wishing to attend a meeting should contact the CountyStat office in advance to determine if space is available.

Committee Chair Trachtenberg asked that the CAO forward a memo to the Council providing the CountyStat website link and a schedule of upcoming meetings. (A memo ©9 was forwarded by the CAO on April 23.) The website includes the schedule of future CountyStat meetings and also presentation information and follow-up items from previous meetings held since January 2008.

Bruce Adams, Director of the Office of Community Partnerships, briefed the Committee on the work of his program. Meetings and leadership summits were held with top leaders from as many different communities as possible and their priority issues were recorded and charted. The office is trying to give a voice to people who have felt left out including more nonprofit and faith-based communities. The office held a series of meetings on procurement issues in addition to its outreach efforts. Community Partnership staff have several levels of responsibility and issues are crosscutting so they have developed a crosscutting team approach in an attempt to avoid a silo approach to addressing issues and problems.

Committee Chair Trachtenberg suggested that communication between Community Partnerships and Councilmembers could improve. She requested that Councilmembers have an opportunity to participate in some of the Community Partnerships events.

- **The Management and Fiscal Policy Committee unanimously recommends that the Council approve the budget for the County Executive's Office as recommended for \$6,908,850 and include the shift of the position of Special Projects Manager from DPWT (per Expedited Bill 4-08, Reorganization- - Executive Branch) at \$183,430 and 1.0 workyear for a total budget of \$7,092,280.**

MFP Recommendation Subsequent to Worksession on CE Office Budget

Subsequent to the Management and Fiscal Policy Committee April 17 worksession on the County Executive's Office Budget, the Planning, Housing and Economic Development Committee met to discuss the Department of Permitting Services operating budget including funding for the Clarksburg Ombudsman position. The PHED Committee recommended the Clarksburg Ombudsman position not be funded in the Department of Permitting Services budget and also recommended the MFP Committee determine if the position's funding should be shifted to the Executive's Office budget. The PHED Committee felt the duties of the Ombudsman went beyond issues of permitting.

On May 1 the MFP Committee discussed the proposal to shift funding for the Clarksburg Ombudsman position to the Executive's Office Budget. The position is designated in the Executive's Office Budget but is funded from the Department of Permitting Services. If the position's funding is shifted to the Executive's Office budget, then the \$133,330 in operating costs would have to be funded from the General Fund as DPS is an enterprise fund. If the position's funding is not shifted to the Executive Office budget, then it will not be funded and will be eliminated.

Committee Chair Trachtenberg felt the Ombudsman position was necessary to coordinate with the Clarksburg community and recommended that it be placed on the reconciliation list. Mr. Andrews felt the role of the Ombudsman was broader in scope than permitting issues and supported placing the position on the reconciliation list. Councilmember Ervin also agreed the position was necessary and should be on the reconciliation list. Chair Trachtenberg stated for the record that the recent development district bill she sponsored might provide an opportunity to fund the position. Diane Schwartz Jones stated that the Executive felt that most of the Clarksburg issues related to site plan and compliance and therefore the position should be funded from DPS. At the end of the discussion, Chair Trachtenberg asked Executive staff for a memo as to why the Executive believes the funding for the Ombudsman position should remain in DPS. She recommended that her fellow Councilmembers review the Executive's rationale prior to voting on the budget.

- **The Management and Fiscal Policy Committee unanimously recommends placing \$133,330 on the reconciliation list to shift funding for the Clarksburg Ombudsman position to the County Executive's Office budget. The Committee Chair requested a memo from Executive staff on the funding of the Ombudsman position in the DPS budget. The Chair also requested that Councilmembers review the staff memo prior to acting on the budget.**

Attachment: Budget Pages ©1
Position Crosswalk ©8
CAO Memo re CountyStat ©9
Position Description – Clarksburg Ombudsman ©10
Memo from Assistant CAO Diane Jones re funding for Clarksburg Ombudsman ©11

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County Executive

MISSION STATEMENT

The Offices of the County Executive provide political leadership to the community and administrative direction to the County's departments and offices. The Office is committed to providing accurate, timely, and effective staff support to the County Executive and the Chief Administrative Officer (CAO) as they address their responsibilities in an atmosphere that is characterized by excellence, efficiency, openness, outreach, equity, and integrity.

County Government Reorganization

In February, 2008, the County Executive announced a detailed Montgomery County Government Reorganization in order to improve effectiveness, customer service, accessibility, and efficiency. As part of this plan, the Internal Audit function will be moved from the Department of Finance into the Offices of the County Executive.

BUDGET OVERVIEW

The total recommended FY09 Operating Budget for the Offices of the County Executive is \$6,908,850, an increase of \$1,657,120 or 31.6 percent from the FY08 Approved Budget of \$5,251,730. Personnel Costs comprise 90.2 percent of the budget for 50 full-time positions and eight part-time positions for 50.0 workyears. Operating Expenses account for the remaining 9.8 percent of the FY09 budget.

The FY09 budget reflects the shifting of the internal audit function (\$921,860) into the Offices of the County Executive from the Department of Finance. FY08 program descriptions, costs and workyears have been restated under the new organizational structure to make it easier to compare FY08 and FY09 program expenditures and staffing. In the budget summary, FY07 actual, FY08 budget, and FY08 estimated figures reflect the old organizational structure, while FY09 figures reflect the new organizational structure.

LINKAGE TO COUNTY RESULTS AREAS

The Offices of the County Executive support all eight of the County Results Area.

PERFORMANCE MEASURES

The primary focus of the Offices of the County Executive is to provide policy direction, reinforce accountability, and ensure the achievement of results. In support of these objectives, the focus has been on the following:

- Development of performance plans with detailed performance targets for major County departments;
- Development of related performance measures to gauge efficiency and effectiveness; and
- Development of data collection systems to facilitate performance analysis.

The department budget sections reflect many of the performance measures developed as part of this process. During the coming year, additional efforts will be undertaken to measure results and identify further enhancements.

In addition, this department's Capital Improvements Program (CIP) requires Current Revenue funding.

ACCOMPLISHMENTS AND INITIATIVES

- ❖ *Implement the CountyStat initiative to develop an accountability and assessment tool for everyday management and long-term planning in government.*
- ❖ *Begin the implementation of a 311/Constituent Relationship Management (CRM) system to create a single phone number that will allow residents to make non-emergency requests for County government services, information, or complaints.*
- ❖ *Use the Office of Community Partnerships to build an open, welcoming, responsive, and accountable government.*
- ❖ *Organize a series of ethnic leadership summits to hear from communities whose voices perhaps have not been heard in the past.*
- ❖ *Facilitate a series of meetings between County officials responsible for procurement and leaders of the nonprofit community.*
- ❖ *Publish a community resource guide in partnership with the Montgomery County League of Women Voters, Discovery Communications Inc., and Host Hotels and Resorts for use by the general public. The guide was translated into Spanish and Chinese and made available on the web.*
- ❖ *Improve use of staff at the Volunteer Center to expand the County's ability to provide more programming to the nonprofit community.*
- ❖ **Productivity Improvements**
 - *Implemented a new online, web-based volunteer management database system to streamline how volunteers and nonprofits find each other.*
 - *Improved tracking of more than 7,000 recipients of the Holiday Giving Project and ensured deliveries to those in need.*
 - *Installed an online database that improved the management of emergency volunteers in several ways: safer and easier system registration of volunteers; more expedient notification of volunteers in times of disaster; and enhanced availability of technical data.*
 - *Allow nonprofits to effectively manage their own volunteers, work hours, and assignment to group projects through the use of online tools.*
 - *Centralized information banks of the Office of Community Partnerships to enhance their ability to communicate with residents, organizations and other County departments.*
 - *Converted the In-Touch Newsletter from a quarterly printed document to an electronic format. The electronic version provides more up-to-date information to the residents of the County while reducing production costs.*

PROGRAM CONTACTS

Contact Sonetta Neufville of the Offices of the County Executive at 240.777.2516 or Charles Goldsmith of the Office of Management and Budget at 240.777.2779 for more information regarding this department's operating budget.

PROGRAM DESCRIPTIONS

County Executive - Policy Planning and Development

The County Executive oversees the enforcement of the laws of Montgomery County and provides Executive direction to all departments and offices of the County government. The County Executive also develops policies; proposes plans, programs, budgets, and legislation to the County Council; adopts Executive Orders and Regulations; and appoints citizens to boards, committees, and commissions.

FY09 Recommended Changes

	Expenditures	WYs
FY08 Approved	1,276,590	9.0
Miscellaneous adjustments, including negotiated compensation changes, employee benefit changes, changes due to staff turnover, reorganizations, and other budget changes affecting more than one program	29,970	0.0
FY09 CE Recommended	1,306,560	9.0

CAO - Supervision & Management of Executive Branch Depts.

The Chief Administrative Officer (CAO) supervises all departments and offices of the Executive Branch. The CAO also advises the County Executive on administrative matters and coordinates management review and decision-making on policies, programs, plans, budgets, legislation, regulations and similar matters. CountyStat provides a forum for ongoing monitoring and measurement of the effectiveness and efficiency of County government services in order to improve performance, reinforce accountability and focus on results. The Constituent Services staff coordinates responses to correspondence, telephone calls, electronic mail, and walk-ins concerning County programs and services. Information and Referral staff maintains the information database for resources such as the Quick Guide.

FY09 Recommended Changes

	Expenditures	WYs
FY08 Approved	1,945,460	14.3
Add: CountyStat	477,980	5.0
Miscellaneous adjustments, including negotiated compensation changes, employee benefit changes, changes due to staff turnover, reorganizations, and other budget changes affecting more than one program	373,610	0.4
FY09 CE Recommended	2,797,050	19.7

Community Partnerships

The Office of Community Partnerships (OCP) is a bridge between community residents and organizations and the County government. To keep Montgomery County's residents informed about policies, programs, and issues, OCP staff coordinates responses to residents' written and e-mail correspondence and responds to telephone inquiries. The OCP staff provides outreach and liaison services to ethnic, multilingual, and multicultural communities. OCP staff works closely with the County's non-profit and faith community organizations. They work in partnership with County departments to ensure that efficient, effective, responsive and high-quality services are provided to all Montgomery County residents. To help celebrate the rich diversity of Montgomery County, the OCP staff coordinates a number of community events throughout the year including the County's Martin Luther King, Jr. Birthday Celebration; Black History Month; Arab American Heritage Month; Asian Pacific American Heritage Month; Juneteenth Commemoration; Hispanic/Latino Heritage Month and Native American Heritage Month. OCP staff also publishes a monthly e-mail newsletter. The Volunteer Center promotes volunteerism as a community ethic among government, business, religious, civic and educational segments of the community. The Center also coordinates grants associated with volunteer activities.

FY09 Recommended Changes

	Expenditures	WYs
FY08 Approved	1,450,290	12.0
Increase Cost: Annualization of FY08 Lapsed Positions	58,870	0.5
Increase Cost: Martin Luther King Day Events	25,000	0.0
Decrease Cost: Community Outreach Manager Positions	-60,680	0.0
Miscellaneous adjustments, including negotiated compensation changes, employee benefit changes, changes due to staff turnover, reorganizations, and other budget changes affecting more than one program	-13,420	0.0
FY09 CE Recommended	1,460,060	12.5

Planning and Fiscal Analysis of Infrastructure Needs

This program coordinates the review and analysis of referrals regarding master plans, master plan amendments, functional plans, growth policy, adequate public facilities, annexation plans, zoning text amendments, and other land use and planning-related proposals submitted to the Executive Branch and/or the Office of the CE/CAO for review and/or comment. The staff also manages the Base Realignment and Closure grant.

FY09 Recommended Changes

	Expenditures	WYs
FY08 Approved	396,800	3.4
Shift: Pedestrian Safety Position to Department of Transportation	-42,000	-0.4
Eliminate: Land Use Planning Policy Analyst	-94,050	-1.1
Miscellaneous adjustments, including negotiated compensation changes, employee benefit changes, changes due to staff turnover, reorganizations, and other budget changes affecting more than one program	-34,640	0.0
FY09 CE Recommended	226,110	2.0

Internal Audit

This program provides accurate, independent, and useful information through audit services to assist Executive Branch managers in the effective discharge of their responsibilities. Internal Audit is mandated by County Charter, Article 2, Executive Branch Section 218. The program provides identification of areas of risk in accountability systems; conducts fiscal, contract, performance, and information systems audits for financial compliance, economy, efficiency, and effectiveness; oversees investigative audits and audits required by law; provides advice to departments on internal control issues; and communicates the actions necessary for enhancing accountability.

FY09 Recommended Changes

	Expenditures	WYs
FY08 Approved	953,030	4.8
Increase Cost: Government Accountability Initiative	54,330	0.0
Increase Cost: Internal Audit Contracts CPI Increase	6,440	0.0
Decrease Cost: Internal Audit Monies Added in FY08	-100,000	0.0
Miscellaneous adjustments, including negotiated compensation changes, employee benefit changes, changes due to staff turnover, reorganizations, and other budget changes affecting more than one program	8,060	0.0
FY09 CE Recommended	921,860	4.8

Administration

The Administration program provides budget development and analysis, fiscal and inventory control, personnel and payroll management, training and supervision, procurement, and contract administration.

FY09 Recommended Changes

	Expenditures	WYs
FY08 Approved	182,590	2.0
Miscellaneous adjustments, including negotiated compensation changes, employee benefit changes, changes due to staff turnover, reorganizations, and other budget changes affecting more than one program	14,620	0.0
FY09 CE Recommended	197,210	2.0

BUDGET SUMMARY

	Actual FY07	Budget FY08	Estimated FY08	Recommended FY09	% Chg Bud/Rec
COUNTY GENERAL FUND					
EXPENDITURES					
Salaries and Wages	3,341,335	3,645,050	3,495,740	4,651,530	27.6%
Employee Benefits	850,752	1,006,900	967,280	1,352,430	34.3%
County General Fund Personnel Costs	4,192,087	4,651,950	4,463,020	6,003,960	29.1%
Operating Expenses	389,030	360,840	400,020	658,720	82.6%
Capital Outlay	0	0	0	0	—
County General Fund Expenditures	4,581,117	5,012,790	4,863,040	6,662,680	32.9%
PERSONNEL					
Full-Time	36	39	39	48	23.1%
Part-Time	5	9	9	8	-11.1%
Workyears	35.4	38.2	38.2	47.5	24.3%
GRANT FUND MCG					
EXPENDITURES					
Salaries and Wages	129,120	168,520	168,520	178,980	6.2%
Employee Benefits	38,694	68,640	68,640	50,900	-25.8%
Grant Fund MCG Personnel Costs	167,814	237,160	237,160	229,880	-3.1%
Operating Expenses	457,658	1,780	1,780	16,290	815.2%
Capital Outlay	0	0	0	0	—
Grant Fund MCG Expenditures	625,472	238,940	238,940	246,170	3.0%
PERSONNEL					
Full-Time	2	2	2	2	—
Part-Time	1	0	0	0	—
Workyears	1.7	2.5	2.5	2.5	—
REVENUES					
Retired Senior Volunteer Program	83,796	97,860	97,860	105,080	7.4%
Service Learning Impacting Citizenship	4,142	0	0	0	—
Corporate Volunteer Council	15,731	21,840	21,840	21,850	0.0%
Medical Reserve Corps	22,134	0	0	0	—
Urban Areas Security Initiative	457,309	0	0	0	—
Base Realignment and Closure	4,151	119,240	119,240	119,240	—
Natl Assoc of County & City Health Officials	4,401	0	0	0	—
Grant Fund MCG Revenues	591,664	238,940	238,940	246,170	3.0%
DEPARTMENT TOTALS					
Total Expenditures	5,206,589	5,251,730	5,101,980	6,908,850	31.6%
Total Full-Time Positions	38	41	41	50	22.0%
Total Part-Time Positions	6	9	9	8	-11.1%
Total Workyears	37.1	40.7	40.7	50.0	22.9%
Total Revenues	591,664	238,940	238,940	246,170	3.0%

FY09 RECOMMENDED CHANGES

	Expenditures	WYs
COUNTY GENERAL FUND		
FY08 ORIGINAL APPROPRIATION	5,012,790	38.2
Changes (with service impacts)		
Add: CountyStat [CAO - Supervision & Management of Executive Branch Depts.]	477,980	5.0
Enhance: Adjustments for Criminal Justice Coordinating Commission and Other Workforce	0	0.4
Eliminate: Land Use Planning Policy Analyst [Planning and Fiscal Analysis of Infrastructure Needs]	-94,050	-1.0
Other Adjustments (with no service impacts)		
Shift: Internal Audit from Finance to Offices of the County Executive	961,090	4.8
Increase Cost: General Wage and Service Increment Adjustments	223,720	0.0
Increase Cost: Annualization of FY08 Lapsed Positions [Community Partnerships]	58,870	0.5
Increase Cost: Annualization of FY08 Personnel Costs	58,740	0.0
Increase Cost: Government Accountability Initiative [Internal Audit]	54,330	0.0
Increase Cost: Group Insurance Adjustment	48,900	0.0
Increase Cost: Retirement Adjustment	47,290	0.0

	Expenditures	WYs
Increase Cost: Martin Luther King Day Events [Community Partnerships]	25,000	0.0
Increase Cost: Printing and Mail Adjustments	8,760	0.0
Increase Cost: Internal Audit Contracts CPI Increase [Internal Audit]	6,440	0.0
Increase Cost: Annualization of FY08 Operating Expenses	560	0.0
Decrease Cost: Motor Pool Rate Adjustment	-60	0.0
Decrease Cost: Elimination of One-Time Items Approved in FY08	-25,000	0.0
Shift: Pedestrian Safety Position to Department of Transportation [Planning and Fiscal Analysis of Infrastructure Needs]	-42,000	-0.4
Decrease Cost: Community Outreach Manager Positions [Community Partnerships]	-60,680	0.0
Decrease Cost: Internal Audit Monies Added in FY08 [Internal Audit]	-100,000	0.0
FY09 RECOMMENDED:	6,662,680	47.5

GRANT FUND MCG		
FY08 ORIGINAL APPROPRIATION	238,940	2.5
<u>Other Adjustments (with no service impacts)</u>		
Increase Cost: Technical adjustment	7,230	0.0
FY09 RECOMMENDED:	246,170	2.5

PROGRAM SUMMARY

	FY08 Approved		FY09 Recommended	
	Expenditures	WYs	Expenditures	WYs
County Executive - Policy Planning and Development	1,276,590	9.0	1,306,560	9.0
CAO - Supervision & Management of Executive Branch Depts.	1,945,460	14.3	2,797,050	19.7
Community Partnerships	1,450,290	12.0	1,460,060	12.5
Planning and Fiscal Analysis of Infrastructure Needs	396,800	3.4	226,110	2.0
Internal Audit	953,030	4.8	921,860	4.8
Administration	182,590	2.0	197,210	2.0
Totals	6,204,760	45.5	6,908,850	50.0

CHARGES TO OTHER DEPARTMENTS

Recipient Department	Recipient Fund	FY08		FY09	
		Total\$	WYs	Total\$	WYs
GENERAL FUND					
CIP	CIP	184,940	1.0	183,210	1.0
Permitting Services	Permitting Services	62,490	0.5	133,330	1.0
Police	General Fund	30,240	0.3	0	0.0
Urban Districts	Urban District - Silver Spring	30,240	0.3	0	0.0

FUTURE FISCAL IMPACTS

Title	CE REC.	(\$000's)				
	FY09	FY10	FY11	FY12	FY13	FY14
This table is intended to present significant future fiscal impacts of the department's programs.						
COUNTY GENERAL FUND						
Expenditures						
FY09 Recommended	6,663	6,663	6,663	6,663	6,663	6,663
No inflation or compensation change is included in outyear projections.						
Labor Contracts	0	229	235	235	235	235
These figures represent the estimated cost of general wage adjustments, service increments, and associated benefits.						
Central Duplicating Deficit Recovery Charge	0	-1	-1	-1	-1	-1
This per employee charge will be eliminated in FY10.						
Internal Audit Contract Increase	0	6	6	6	6	6
For a CPI increase on existing Internal Audit contracts.						
Subtotal Expenditures	6,663	6,898	6,904	6,904	6,904	6,904

OFFICES OF THE COUNTY EXECUTIVE

Job Title	FY08		FY09		Variance	
	Positions	WY	Positions	WY	Positions	WY
County Executive						
County Executive	1	1.0	1	1.0	0	0.0
Special Assistant to the County Executive	2	2.0	2	2.0	0	0.0
Administrative Assistant to the CE	1	1.0	1	1.0	0	0.0
Program Specialist II	1	1.0	0	0.0	-1	-1.0
Administrative Specialist I	1	1.0	1	1.0	0	0.0
Senior Executive Administrative Aide	1	1.0	1	1.0	0	0.0
Office Services Coordinator	1	1.0	1	1.0	0	0.0
Principal Administrative Aide	0	0.0	1	1.0	1	1.0
Subtotal Full-Time	8	8.0	8	8.0	0	0.0
Special Assistant to the County Executive	2	1.0	2	1.0	0	0.0
Subtotal Part-Time	2	1.0	2	1.0	0	0.0
Program Total	10	9.0	10	9.0	0	0.0
Chief Administrative Officer						
Chief Administrative Officer	1	1.0	1	1.0	0	0.0
Assistant Chief Administrative Officer	0	0.0	3	3.0	3	3.0
Manager I	4	4.0	1	1.0	-3	-3.0
Manager II	2	1.5	3	3.0	1	1.5
Sr. Information Technology Specialist	1	1.0	1	1.0	0	0.0
Sr. Management and Budget Specialist	0	0.0	4	4.0	4	4.0
Program Specialist II	0	0.0	1	1.0	1	1.0
Executive Administrative Aid to the CAO	1	1.0	1	1.0	0	0.0
Senior Executive Administrative Aide	3	3.0	2	2.0	-1	-1.0
Information and Referral Aide II	2	2.0	2	2.0	0	0.0
Office Services Coordinator	1	1.0	1	1.0	0	0.0
Subtotal Full-Time	15	14.5	20	20.0	5	5.5
Director, Criminal Justice Coordinating Commission	0	0.0	1	0.8	1	0.8
Manager I	1	0.5	0	0.0	-1	-0.5
Program Specialist I	0	0.0	1	0.5	1	0.5
Public Administration Intern	3	1.5	1	0.5	-2	-1.0
Office Services Coordinator	2	1.0	2	1.0	0	0.0
Subtotal Part-Time	6	3.0	5	2.8	-1	-0.2
Less Lapse	0	-1.8	0	-1.2	0	0.6
Less Charges to Others	0	-0.5	0	-1.0	0	-0.5
Less Charges to CIP	0	0.0	0	-1.0	0	-1.0
Technical Adjustment	0	0.0	0	0.1	0	0.1
Program Total	21	17.5	25	19.7	4	2.2
Office Administration						
Manager III	0	0.0	1	1.0	1	1.0
Administrative Specialist III	1	1.0	0	0.0	-1	-1.0
Office Services Coordinator	1	1.0	1	1.0	0	0.0
Subtotal Full-Time	2	2.0	2	2.0	0	0.0
Program Total	2	2.0	2	2.0	0	0.0
Community Partnerships						
Director, Office of Community Partnerships	0	0.0	1	1.0	1	1.0
Manager I	1	1.0	0	0.0	-1	-1.0
Manager III	1	1.0	1	1.0	0	0.0
Community Outreach Manager	4	3.5	4	4.0	0	0.5
Program Manager I	2	2.0	2	2.0	0	0.0
Program Specialist I	1	1.0	1	1.0	0	0.0
Office Services Coordinator	2	2.0	2	2.0	0	0.0
Principal Administrative Aide	1	1.0	1	1.0	0	0.0
Subtotal Full-Time	12	11.5	12	12.0	0	0.5
Program Specialist I	1	0.5	1	0.5	0	0.0
Subtotal Part-Time	1	0.5	1	0.5	0	0.0
Program Total	13	12.0	13	12.5	0	0.5
Planning and Implementation						
Manager III	1	1.0	0	0.0	-1	-1.0
Senior Planning Specialist	2	2.0	1	1.0	-1	-1.0
Office Services Coordinator	1	1.0	1	1.0	0	0.0
Subtotal Full-Time	4	4.0	2	2.0	-2	-2.0
Less Charges to Others	0	-0.6	0	0.0	0	0.6
Program Total	4	3.4	2	2.0	-2	-1.4
Internal Audit						
Manager II	2	2.0	2	2.0	0	0.0
Financial Programs Manager	1	1.0	2	1.8	1	0.8
Senior Financial Specialist	1	1.0	1	1.0	0	0.0
Accountant/Auditor III	1	1.0	1	1.0	0	0.0
Subtotal Full-Time	5	5.0	6	5.8	1	0.8
Less Lapse	0	-0.2	0	-0.2	0	0.0
Less Charges to CIP	0	0.0	0	-0.8	0	-0.8
Program Total	5	4.8	6	4.8	1	0.0
DEPARTMENT TOTAL	55	48.7	58	50.0	3	1.3



OFFICES OF THE COUNTY EXECUTIVE

Isiah Leggett
County Executive

Timothy L. Firestine
Chief Administrative Officer

MEMORANDUM

April 23, 2008

TO: Duchy Trachtenberg, Councilmember

FROM: Timothy L. Firestine, Chief Administrative Officer

SUBJECT: CountyStat Program

Thank you for your interest in the CountyStat program and our discussion regarding this program at the April 17th MFP worksession. We are pleased to submit the CountyStat meeting schedule for the remainder of FY08 and hope all Council members are able to find time in their schedules to attend and observe an upcoming meeting.

Please refer to the following link to access the CountyStat website:
<http://www.montgomerycountymd.gov/CountyStat>.

As you will notice, meetings are held every Friday at 10:30 and last exactly one hour. Beginning in June, meetings will also be held on a bi-weekly basis every Tuesday. All meetings take place in the CountyStat office located at 255 Rockville Pike in Suite L-10.

We are pleased with the progress that has thus far been made and believe we are in the process of establishing a model program that will reinforce a culture of accountability, require data-driven performance and increase government transparency.

The CountyStat website is now fully operational and includes, for every meeting that has been held, the entire presentation discussed at the meeting, an executive summary highlighting major results achieved at the meeting and a follow up memo listing items marked for follow up by the attending panel. We have made the site as interactive as possible and we actively solicit suggestions and potential meeting questions from public.

Please let us know if we you have any questions regarding the schedule or you plan on attending a session. Fariba Kassiri, Assistant Chief Administrative Officer can be reached at 240-777-2512 or by email at Faribi.Kassiri@montgomerycountymd.gov.

cc: Steve Farber, Staff Director, County Council
Fariba Kassiri, Assistant Chief Administrative Officer
Kathleen Boucher, Assistant Chief Administrative Officer
Chris Cihlar, CountyStat Manager

101 Monroe Street • Rockville, Maryland 20850
240-777-2500 • 240-777-2544 TTY • 240-777-2518 FAX
www.montgomerycountymd.gov

MANAGER II - CLARKSBURG OMBUDSMAN

Offices of the County Executive

JOB SUMMARY:

This position serves as the County Executive's representative in Clarksburg working as a broker between the community, businesses and high level County government officials in order to promote and facilitate the delivery of County services to the residents of Clarksburg; and provide recommendations for the resolution of problems. Duties include identifying and assessing community needs, concerns and gaps in service; developing an overall vision and strategic plan, delineating the roles of private and public sector agencies in resolving the macro and micro issues affecting the quality of life for residents of Clarksburg; facilitating resolution of major conflicts that may occur between community groups, developers and builders and the County government; advising the County Executive, Chief Administrative Officer and other County government officials concerning the status and impact of public policies, programs and services on the residents of Clarksburg and potential problems which will need to be addressed; identifying and mitigating existing private and public sector barriers preventing timely completion of all services to the project; and establishing and maintaining regular channels of communication with community groups on behalf of the County Executive. After appropriate consultation with the CE, CAO and other top County government officials the incumbent of this position will formulate, develop and implement policy proposals concerning the siting and delivery of private and public amenities and other related issues of concern to the Clarksburg community.

MINIMUM QUALIFICATIONS: Seven (7) years of progressively responsible professional experience in organizational management or in community planning and administration, three (3) years of which were in a supervisory or executive capacity. Note: The term "executive" is further defined as a high echelon or high level position in an organization that is assigned technical research, management advisory services responsibilities, or policy-making duties and responsibilities that exerts considerable influence on organizational policy, plans, and operations through technical research, management advisory services, and/or policy-making duties and responsibilities (e.g., County positions at Grade 30 or above). Equivalency applies.

PREFERRED CRITERIA

- (1) Experience working with economic development, community planning, development review, and land use planning processes;
- (2) Experience analyzing community problems and developing sound and appropriate recommendations/plans for action;
- (3) Experience establishing and maintaining effective working relationships with government and elected officials, community and business groups and developing public/private partnerships;
- (4) Experience in negotiating agreements which accommodate the conflicting interests and viewpoints of numerous groups and organizations; and
- (5) Experience in developing new communities and implementing master plan recommendations.



OFFICES OF THE COUNTY EXECUTIVE

Isiah Leggett
County Executive

Timothy L. Firestone
Chief Administrative Officer

May 7, 2008

TO: Duchy Trachtenberg
Councilmember

FROM: Diane R. Schwartz Jones *Diane R. Schwartz Jones*
Assistant Chief Administrative Officer

SUBJECT: Clarksburg Ombudsman Position

You have asked for an explanation of why the Clarksburg Ombudsman position is funded by the Department of Permitting Services budget. Part of the stated mission of the Department of Permitting Services ("DPS") is to ensure compliance with the County's development and construction standards. Pursuant to Montgomery County Code section 2-42B(a)(2) DPS's responsibilities include code enforcement and inspection.

As a result of the rapid development in Clarksburg and the extensive site plan and compliance issues that were encountered in connection with Clarksburg, a couple of significant actions were taken. One action was that DPS and the Montgomery County Planning Board entered into a Memorandum of Understanding to assign agency responsibility to DPS for certain inspections, reviews and permit and site plan compliance determinations. The other action was the creation of a temporary position for a Clarksburg Ombudsman to facilitate resolution of development issues within the community.

DPS was expressly assigned responsibility for 1) building permit review to ensure compliance with the certified site plan; 2) inspection of developments under construction to ensure that the construction is proceeding in accordance with the certified site plan; and 3) the investigation of allegations of site plan violations raised by individuals, civic associations, homeowners associations, and others concerned that the developments comply with certified site plans. The Clarksburg Ombudsman's responsibilities arise out of the same site plan compliance and enforcement issues and the same need to resolve these site plan and compliance issues that are the basis for the DPS MOU.

DPS generates revenues through a variety of permit and development fees including but not limited to building permits, site plan enforcement surcharges, occupancy permits, electrical permits, fire Code, grading/storm drain, stormwater, etc. Additionally, fees are generated through fines for non-compliance.

While the position description for the Clarksburg Ombudsman is broadly stated, the government's ability to achieve resolution of these issues clearly resides in its powers related to site plan compliance and development permitting. Issues that are faced by the community

Ms. Duchy Trachtenberg
May 7, 2008
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include partially finished roads and roads that are planned but not yet begun (as authorized by site plans and timing of building permits); incomplete stormwater management systems; major segments of development plans as yet not completed, or in some instances, not even begun; and ongoing compliance plan issues. This position facilitates interaction among developers, the community and County to manage, understand and resolve these issues. Duties have included facilitating discussions about implementation of the Clarksburg Library, the Connector Road, development issues relating to the Town Center and to the Historic District. All of these matters relate to site plan completion and compliance and permit reviews.

This is a community that is not completed. It continues to experience hardships growing out of the permitting process and due to the extent, duration and problems with implementation of the site plans for development and the coordination or delivery of services such as roads, library, recreation, etc. It is rational that rather than have this unique development related position funded from the General Fund, it should be funded by the permit fees and fines that go to supporting development issues such as permit issues, plan reviews, and enforcement. This position helps to address site plan compliance matters and problems before they rise to enforcement level as well as facilitating resolution of issues resulting from enforcement actions. For these reasons it should be paid for from revenues generated by the actions that are at the root of the need for the position.

DSJ:dar

cc: Timothy L. Firestine, CAO
Jennifer Barrett, Director Finance
Joseph Beach, Director OMB
Carla Reid, Director DPS
Sonetta Neufville